

Instructions on completing the
ALABAMA LAW ENFORCEMENT AGENCY JUVENILE SECURE CUSTODY LOG:

If your facility has held or processed juveniles during the quarterly reporting period, then please complete this form recording all that were held securely. Secure is defined as the use of hardware to keep someone from leaving – holding cell, locked interview room or cuffing device. If your facility has not held juveniles in a secure manner as defined above during the reporting period, then please make that notation, sign the form and return it to where indicated.

Facility: Enter the name of this secure facility.

Dates covered: Please check the appropriate quarter being reported. Submit additional report forms if necessary.

Person Completing Report: Identify the person completing this report and his or her telephone number in case questions should arise.

Facility Director's Signature: This signature certifies that the submitted information is accurate.

Date and Email: The date the form was signed and the appropriate email address for follow-up correspondence about the form.

Last/First/Middle Name: Juvenile's name, as booked, with last name first.

DOB: Enter the month, day, and year of the juvenile's birth.

Age: Enter the Juvenile's exact age in years at time of booking.

Gender: Click in the box to get a drop-down box, then select "Female" or "Male".

Race: Click in the box to get a drop-down box, and then select the proper designation.

Ethnicity: Click in the box to get a drop-down box, and then select the proper designation.

Reason for Detention: Click in the box to get a drop-down box, and then select the most serious charge or offense for which the juvenile is being held.

Original Offense Description: Enter the original offense for which the juvenile was booked.

Date and Time Admitted into Secure Custody: Enter the exact month, day, year, and time that the juvenile was admitted into secure custody.

Date and Time of Release from Secure Custody: Enter the exact month, day, year, and time that the juvenile was released from secure custody.

Date and Time of Court Hearing: Enter the exact month, day, year, and time of the juvenile's scheduled court hearing.

County/Zip Code of Residence: Enter the County and zip code in which the juvenile resides the majority of the year.

Who was the juvenile released to, or how was the juvenile released: Identify to whom the juvenile was released or what other placement was ordered.